

Lexington Area Metropolitan Planning Organization

Annual Performance and Expenditure Report

Fiscal Year 2014

July 1, 2013 through June 30, 2014

Unified Planning Work Program Funding Sources:

FHWA PLANNING FUNDS

FTA 5303 FUNDS

KYTC Match

LFUCG Match

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*Note: The Lexington Fayette Urban County Government (LFUCG) Division of Community Development (CD) tracks and accounts for Lexington Area MPO expenditures and funding within the structure of the Lexington Fayette Urban County Government (LFUCG) grants accounting/reporting system. The LFUCG Community Development / Grants Section staff develops all financial reports for the Lexington Area MPO. Continuous coordination occurs between MPO staff and Community Development Grants Coordinators.

The MPO adheres to guidance from LFUCG Community Grant Coordinators to adjust charging of expenditures to UPWP elements and funding sources. The MPO and the LFUCG Division of Community Development will continue to work to enhance and improve future financial reporting by UPWP elements. The following is a compilation of the completed FY-2014 MPO monthly and quarterly reports that follows the format of the Unified Planning Work Program.

INTRODUCTION

The Performance and Expenditure report describes the urban transportation planning activities performed or managed by the Lexington Area Metropolitan Planning Organization (MPO) - the MPO for the Central Kentucky urbanized area. The report covers Fiscal Year 2014, beginning July 1, 2013 through June 30, 2014. Applicable federal statutes are 23 USC 134 and 49 USC 5303. The primary federal regulations are 23 CFR 450 and 49 USC 613.

The urban transportation planning area is Fayette and Jessamine counties. It encompasses a two county area of 457.65 square miles (Fayette = 284.52 and Jessamine = 173.13). The area's total 2010 population is 344,389 (Fayette = 295,803 and Jessamine 48,586). The Lexington Area MPO region is part of the Lexington-Fayette Kentucky Metropolitan Statistical Area (MSA).

This report contains detailed activity undertaken by the MPO during the fiscal year for each work element within the FY 2014 Unified Planning Work Program (UPWP). If there were delays or problems in completing the purpose and products for the work elements they are listed in the summary at the end of each of each program element.

Element 1.1 Surveillance; Participation (Coordination/Consultation); Title VI/ADA FY-2014

Surveillance Purpose:

1. Monitor: Community growth dynamics, laws, ordinances, studies, and issues regarding all modes of travel.
2. Monitor air quality information
3. Monitor and collect and update roadway, transit, Census and other demographic/socioeconomic and statistical information.
4. Coordinate with, communicate and provide useful information to KYTC and many other important stakeholders including citizens/public
5. Review and evaluate the general performance, operating characteristics and trends of the overall transportation system

Participation Purpose:

Continuously **monitor, measure, and understand** shifting / changing community values. The MPO process strives **to inform, outreach and seek participation** from all stakeholders. By informing and effectively communicating with the community, the transportation planning process can be developed to **meet goals, visions, and objectives**.

Title VI/ADA Purpose:

Meet 23 CFR 450.334 (a) (3) requires that the "transportation planning process is being conducted in accordance with all applicable requirements of the Title IV of the Civil Rights Act of 1964."

Products of Element 1.1:

The Lexington Area MPO utilizes its website, Twitter, Facebook, and Youtube for participation and information dissemination purposes (see work product and performance measures below)

➤ **MPO Website Development** (Measures of Performance):

- First quarter (July-September 2013):
 - website had 501 unique visitors
 - 667 visits
 - 2,258 page views
- Second quarter (October-December 2012):
 - website had 372 unique visitors
 - 529 visits
 - 1,723 page views
- Third quarter (January-March 2013):
 - website had 933 unique visitors
 - 1,146 visits
 - 2,562 page views
- Fourth quarter (April-June 2013):
 - website had 1,101 unique visitors
 - 533 new visitors
 - 3,095 page views
- Totals for MPO Website FY-2014:
 - Unique website visitors = 2,907
 - Visits = 2,875
 - Page Views = 9,638

Also, major edits were completed on several pages of both the MPO and the LFUCG websites throughout FY-2014

➤ **The MPO's Twitter Site:**

- Followers:
 - First Quarter = 1,545 to 1,619
 - Second Quarter = 1,619 to 1,698 (+79)
 - Third Quarter = 1,698 to 1,737 (+39)
 - Fourth Quarter = 1,737 to 1,783

➤ **The MPO's Facebook Sites:**

* Note: friends were dropped as a metric and replaced by unique users and impressions

- First quarter:
 - From 542 to 562 (+20) likes
 - 16,808 unique users
 - 21,127 daily impressions
- Second quarter:
 - 562 to 568 likes (+7)
 - 7,833 unique users
 - 24,805 daily impressions

- Third quarter:
 - 568 to 581 (+13) likes
 - 2,232 unique users
 - 4,608 daily impressions
- Fourth quarter:
 - 581 to 597 likes
 - 11,802 unique users
 - 11,411 daily impressions
- Totals for Facebook FY-2014:
 - 2,308 likes
 - 38,675 unique users
 - 61,951 impressions

➤ **The MPO YouTube Channel:**

- First quarter:
 - 28 videos
 - Views = 1,000
 - Lifetime views = 32,675
- Second quarter:
 - 28 videos
 - Views = 811 views
 - Lifetime views = 33,125
- Third quarter:
 - 28 videos
 - 18 subscribers
 - Views = 747
 - Lifetime views = 33,872
- Fourth quarter:
 - 28 videos
 - 18 subscribers
 - Views = 360
 - Lifetime views = 34,232
- Totals for FY-2014:
 - Views = 2,918
 - Lifetime views = 133,904

➤ **Lexington MPO Public Participation/Involvement Access Database:**

- First quarter: 1,238 total records
- Second quarter: 1,254 records
- Third quarter: 1,260 records
- Fourth quarter: 1,268 records < total records at end of FY-2014

*Note: as staff gets inundated with multiple deadlines and responsibilities (which seem to be very common these days) they have a tendency to push entries into the database to the low priority. We are working to get staff into the habit of at least noting all participation interactions for eventual entry into the participation database so that the MPO may accurately document the extensive and daily interactions/participation it has with so many interested parties via email,

phone, in person at meetings, etc.

1.1 Products continued....

- A community survey to be used to inform the MTP update process was drafted, tested, and distributed. There were 2,050 responses at the end of September.
- Assisted Lextran with update/development of federally required “Coordinated Human Services Transportation Plan”
- Met and assisted LFUCG Long Range Planning staff with changes to the ADA section of the LFUCG Comprehensive Plan.
- Met with and collaborated to produced updates/changes to the LFUCG Division of Planning website (the overall Planning website and to the Transportation Planning Section of the website)
- Various transportation related information produced and provided to customers/stakeholders on request in an on-going manner throughout fiscal year (i.e. Developers, Realtors, Citizens, other agencies, etc.)
- Public participation was documented/recorded at two public meetings held for the MTP update
- Distributed many promotional materials to solicit participation in the update of the KYTC Statewide Long Range Transportation Plan
- Migrated to an MPO electronic newsletter and distributed the second edition to a contact distribution list of 800 subscribers
- Worked with LFUCG General Services Public Relations officials to develop and coordinate new LFUCG Branding products and initiatives
- Produced information regarding Title VI coordination/promotional activities with Lextran at the request of the KYTC
- Maintained, developed, and submitted joint MPO/Lextran Title VI documentation as required by the Federal Transit Administration (FTA). All required socioeconomic data updated, maps prepared, and submitted Title VI documentation to Lextran and FTA
- Developed and maintained social and economic statistics, maps and other graphics to assist with equitable distribution of information and all transportation related resources to determine and demonstrate the levels of environmental justice within the transportation planning process and the community
- Maintained or developed/updated required MPO documents including:
 - Prospectus
 - Participation Plan (updated, approved, and published in FY-2014)
 - Title VI contacts and complaint/comment information.
- All MPO email, mailing, contact lists and database files updated and maintained on a continual basis
- MPO assisted BGADD with their Unscheduled Needs/Projects List maintenance and development
- Assisted with the development of the I-75 Connector Project Feasibility and Environmental Analysis

Work Efforts for Elements of 1.1:

- On-going Coordination/Consultation:
 - ✓ Blue Grass Airport Board – MPO staff attended all meetings held
 - ✓ Jessamine County Transportation Task Force - The MPO Manager attended and participated in all meetings held
 - ✓ Transportation Safety Coalition - Attended and participated in all meetings held
 - ✓ Lextran Board - Staff attended all monthly Lextran (Transit Authority of Lexington KY) board meetings

- ✓ Food Percolator - Staff attended all meetings that concerns transportation impacts of local food distribution
 - ✓ LFUCG Corridors Commission - Staff attended all bi-monthly meetings to provide technical transportation planning assistance
 - ✓ KYTC Statewide Planning - Staff attended all KYTC Statewide Transportation Planning MPO/DHO meetings held and participated in one conference call
 - ✓ MPO/KYTC District 7 Project Coordination Team – Staff conducted (5) Project Coordination Team meetings with KYTC District 7, LFUCG, Jessamine County, Utility Company, and other key transportation project stakeholder officials.
 - ✓ Bluegrass Area Development District Regional Transportation Advisory Committee – Staff attended all bi-monthly meetings held
 - ✓ Bluegrass Area Development District's Regional Planning Committee – Staff attended 4 meetings that had agenda items related to transportation planning
 - ✓ LFUCG Planning Technical Committee – Staff attended all meetings held to coordinate on transportation impacts for all modes for land use development plans
 - ✓ LFUCG Planning Subdivision Committee – Staff attended all meetings to advise the committee on transportation impacts for all modes on development plans.
 - ✓ Attended worked with LFUCG Official with Mayors Committee for Citizens with Disabilities to make presentations at the MPO Technical and Policy Committees on new tougher enforcement ordinances for violating handicap parking and new handicap parking design standards.
 - ✓ Attended 3 LFUCG meetings / presentations on developing LFUCG social media policy
 - ✓ Attended the Bluegrass Tomorrow Agency's annual meeting
 - ✓ Attended/Participated in the Bluegrass Minority Business Exposition
 - ✓ Met with various consulting firms at their request to discuss current transportation planning efforts, studies, issues, etc.
 - ✓ MPO staff met with LFUCG GIS staff and communicated regularly throughout the year to communicate and solve problems, GIS needs, challenges and uses to increase GIS capabilities for the MPO
 - ✓ Attended one meeting with the Bluegrass Bike, Hike and Trails Alliance for regional trail system connection and development
 - ✓ Coordination with the LFUCG Mayors Committee for Citizens with Disabilities to achieve MPO ADA goals and objectives
 - ✓ Made presentations and answered questions as “guest lecturer” for an “Introduction to Planning” class at the University of Kentucky at the request of Professor Lynn Phillips for the purposes of on-going coordination with UK transportation planning academics
 - ✓ Assisted LFUCG Planning Director by providing on-going transportation planning process information for bi-monthly coordination meetings with the University of Kentucky.
- Continually monitored all land development activity by attending regular committee meetings and review of news media, publications, and legal ads.
 - Continually monitored all Lexington Fayette and Jessamine County Comprehensive Plans amendments, development and implementation efforts by regular coordination with Fayette and Jessamine Joint Planning Commissions and officials.
 - Monitored, reviewed and maintained transportation information (i.e. legislation, references, resources, manuals, guidelines, standards, best practices, online groups). Databases, maps, tables, files, electronic resources and other graphics and documentation kept for easy access and distribution to various stakeholders/public.
 - Attended LFUCG meeting/presentation on developing social media policy and procedures (June)

- Served on the Citizens Advisory Committee (CAC) for the I-75 Connector Project attending all technical and public meetings
- Monitored/reviewed current trends and case studies for highway, transit, bike and pedestrian and case studies through APA, NHRP, TRB, and several other current and relevant transportation publications.
- Organized and conducted (4) Transportation Project Coordination Team meetings with KYTC District 7, LFUCG Engineering, LFUCG Traffic Engineering, LFUCG Public Works, Utility Companies and other various key project stakeholders.
- Continued coordination with the Lexington Parking Authority to sync with MPO goals and objectives such as furthering potential ridesharing and vanpooling parking incentives.
- Attended all monthly Minority LFUCG Purchasing Division liaison meetings held throughout FY-2014.
- Reviewed and monitored the Kentucky Legislature through the Legislative Research Commission website. Specific tasks included scanning the Legislative Record Online for 2014 pre-filed bills that may affect transportation, transit, traffic safety, motor vehicles, and other related programs
- Monitored and reviewed best practices, case studies, information, etc. for planning, traffic engineering, and civil engineering fields and for highway, transit, freight, and bicycle and pedestrian modes through various professional publications such as the American Planning Magazine and National Highway Research Program publications
- Continued to monitor the latest information from planning, engineering, and traffic engineering publications.
- Monitored and reviewed Kentucky State Police annual crash data for Fayette and Jessamine counties to stay aware of amount and locations of crashes and incidents for general planning and safety information
- Staff attended LFUCG meetings regarding Downtown Parking planning and strategies
- MPO staff attended various neighborhood meetings throughout FY-2014 to discuss various transportation issues and potential solutions
- MPO staff continued to participate in re-design plans for the intersections of Fontaine/Euclid/High Streets and the Woodland Ave. triangle at Kentucky Ave.

1.2 PROFESSIONAL STAFF DEVELOPMENT – FY-2014:

Element Purpose:

The purpose of this planning element is simple: To seek out the best and most applicable training for the MPO Planners. This motivates and empowers the staff with knowledge and resources to perform their responsibilities at a higher level of effectiveness and confidence.

Products / Work Elements of Element 1.2:

- The promised products of this element are the selection, attendance, and participation in comprehensive, targeted and effective **training and development opportunities**. MPO staff can then utilize cutting edge information, best practices and knowledge to carry out the most effective transportation planning process possible in all UPWP elements.
- Attended LFUCG website content management system training session
- Freight Planner attended a freight conference in Ohio
- Logged on to a final Transportation Alternatives Program (TAP) Guidance webinar

- Attended a social media training session given by LFUCG
- Logged on to a two day web conference – The Southern Transportation and Air Quality Summit (STAQS)
- Attended a webinar training session on Ethics for a Contemporary Profession
- Hosted a Transportation Research Board (TRB) webinar titled “Incorporating Reliability Performance Measures into the Transportation Planning and Programming Process”
- Attended LFUCG Harassment training for new employees
- Two MPO staff attended Travel Demand Forecasting Model training by Caliper Corporation offered in Frankfort, Kentucky this quarter
- Attended webinar training on Complete Streets.
- Attended webinar training on Optimizing Lane Widths.
- Attended webinar on Demystifying Signalized Intersection Design for Bicyclists
- Attended training by ITE on the use of Twitter in transportation fields.
- Attended 4 hours of planning orientation training.
- Attended KY State GIS conference sponsored by KAMP.
- Attended webinar training on CMAQ Interim Guidance
- Attended an APA webinar on Smart Growth.
- Attended Annual Review and Planning Meeting conducted by Division of Planning.
- Attended a webinar titled “Urban Area Boundary Review for Local Officials,” that was presented by the KYTC Division of Planning.
- Registered and attended a webinar titled “Let’s Talk Performance: Best Practices for Collaborating on Data Sharing and Data Analytics,” that was presented by Federal Highway Administration.
- Attended work shop from Jeff Speck on walkable cities
- The MPO Manager attended the Annual 2014 Kentuckians for Better Transportation conference held January 8, 9, and 10th
- Attended Fundamentals of Traffic and Transportation Engineering webinars titled: Introduction to Traffic Engineering, Innovative Intersection Design, Traffic Engineering for All Modes; Operational and Safety Effects of Geometric Design; Bluetooth Technology in Transportation; and Traffic Operations Analysis.
- Attended the Climate Change/Air Quality/Livability Conference in Frankfort.
- Attended Fundamentals of Traffic and Transportation Engineering webinars titled: Transportation Studies and Social, Environmental, and Institutional Issues.
- Attended a webinar titled “MAP-21 Planning Notice of Proposed Rulemaking (NPRM) Conference”.
- Attended a webinar titled “Planning Law Review”.
- Attended a webinar on the Census Transportation Planning Products
- Attended LFUCG training on social media and usage policies
- Attended a presentation given by BKM Consultants on their “Spatial Intelligence” analysis tools and methods.
- Attended webinar “Connecting Kentucky’s Food System Online Workshop”
- Attended KYTC TransGIS Conference in Frankfort KYTC building.

Element 1.2 Problems:

- ❖ Due to time restrictions, effort, complicated requirements and numerous and multiple bureaucratic approval processes to attend out-of-office staff development opportunities, periodic restrictions on travel by the Lexington Fayette Urban County Government (in which the MPO is housed), and with ever increasing responsibilities and work load demand, travel and training was limited to only the most effective and practical training opportunities during FY-2014. The MPO took advantage of the

2.1 CONGESTION MANAGEMENT PROCESS – FY-2014:

Element Purpose:

The Congestion Management Process (CMP), under MAP-21 or Moving Ahead for Progress in the 21st Century Act is a systematic process that provides information on transportation system performance and alternative strategies to alleviate congestion and enhance the mobility of people and goods. The Lexington Area Congestion Management (CM) program includes the Congestion Management Committee (CMC) that is chaired voluntarily by our KYTC Liaison, with the administrative assistance of the MPO staff. The items listed below describe FY-2014 Congestion Management Process products and work efforts accomplished:

Products of Element 2.1:

- Developed the congestion management road segment list and database that is used to document congestion management network performance using congestion management performance measures.
- Developed a categorized list of congestion level road segments based on their TTI measure for the purpose of Metropolitan Transportation Plan (MTP) project prioritization process.
- Worked extensively produce all other congestion management elements for the 2040 Metropolitan Transportation Plan (MTP) update.
- Produced a top 10 worst congested road segments of MPO area using processed GPS-probe speed data and calculated travel time index (TTI) performance measures and produced maps to graphically show the results.
- Made regular updates and improvements to the Congestion Management sections of the MPO and LFUCG Transportation Planning websites.
- Worked with Traffic Engineering and KYTC to discuss initial strategies and tasks to begin the federally required update of the MPO area ITS architecture. Staff assisted with the preparation of a budget and development of a draft request for proposals document (RFP) for the update project.
- Documented congestion reduction efforts put forth by MPO, other governmental agencies, and consulting companies.

Work Efforts for Element 2.1:

- Continued to work with the Kentucky Transportation Center (KTC) and Kentucky Transportation Cabinet (KYTC) staff to analyze and process the GPS-probe speed data and calculate congestion management criteria and performance measures.
- Continued to participate in the administration and project management of the Downtown Traffic Movement and Revitalization Study - attended several meetings with various stakeholders (Police, Fire, Emergency Management, etc.) - participated in all technical core advisory team meetings, policy group meetings, and bi-weekly conference calls.
- Reviewed smart congestion relief report titled "Comprehensive Evaluation of Traffic Congestion Costs and Congestion Reduction Strategies," published by Victoria Transport Policy Institute in January 2014.

- Reviewed an FHWA report titled “Performance-Based Planning and Programming Guidebook,” that addresses the application of performance management to help achieve desired performance outcomes.
- Reviewed congestion management strategies published on the KYTC congestion management toolbox website.
- Continued to participate in the administration and project management of the Downtown Traffic Movement and Revitalization Study that involved technical core advisory team, weekly conference calls, and policy group meetings. In addition, the MPO Manager met with LFUCG Mayor’s representative to discuss the impact of the long range Newtown Pike Extension to S. Limestone on the study.
- Continued regular coordination with LexPark Executive Director and staff regarding parking related congestion mitigation efforts and information.
- Worked with Traffic Engineering staff and arranged Vice President of TrafficCast International, Incorporated to give a presentation at congestion management committee meeting.
- Continued to work with Traffic Engineering staff to expand the BlueTOAD application area in Lexington.
- Attended a PL-24 Travel Time Study meeting on May 21 with staff from KTC, KYTC, and KY MPOs.

Element 2.1 Problems:

- ❖ No significant problems or delays in delivering the products of this UPWP element during FY-2014

2.2 TRANSPORTATION PLAN UPDATE – FY-2014:

Element Purpose:

The purpose of the Transportation Plan Update element is to document and reflect the goals, objectives, visions, and critical transportation investment decisions, policies, strategies, and priorities for the Lexington Area MPO. It is a framework from which all Federal requirements for a comprehensive, coordinated, and continuous process are met and from which transportation projects and programs can be implemented. The following covers specific work accomplished towards development, maintenance and implementation of the Metropolitan Transportation Plan (MTP).

Products of Element 2.2:

- Processed all Amendments and Administrative Modifications to the MTP. All amendments and modifications to the Transportation Improvement Program (TIP) are also made to the MTP. Please refer to Element 4.2 TIP for a complete list of all FY-2014 TIP and MTP amendments and modifications.
- Completed all required revisions, updates, corrections and other elements for the Unscheduled Needs List (UNL) that serves as an illustrative list of unscheduled and unfunded potential transportation projects and a supplement and conduit to future MTP projects.
- Continued to review, correct and develop UNL Project Information Forms (or PIFs) and supporting documentation.
- Attended all meetings and participated in work efforts at the Bluegrass ADD Regional Transportation Committee to assist with the development and prioritization of their regional UNL list for the Bluegrass ADD area.

- Coordinated continually with the KYTC Division of Planning to review and develop/update the Unscheduled Needs List (UNL) and keep all Project Information Forms up-to-date and reconciled with the most current adopted plans.
- Monitored and assisted the three consultants with travel demand model update work in order to develop the TDM to utilize for the MTP project analysis.
- Reviewed old MTP Goals and Objectives, developed draft, solicited and received input and final approval from the Policy Committee to complete the new Goals and Objectives for the 2014 MTP.
- Developed a draft outline and a preliminary task and milestone schedule for MTP update process. This outline was presented and then revised periodically after receiving direction from the Policy Committee to keep the MTP update process informed and on track.
- MPO Planners worked with Lextran to get information and data to develop draft text, graphics, maps, tables, etc. to complete the transit sections of the MTP update.
- Further revised and refined potential MTP projects list and scope of potential projects.
- Developed an analysis tool to evaluate and rank (or score) potential MTP projects and received input from the Transportation Policy Committee (or TPC) to finalize it.
- Utilized the project analysis tool to officially score potential transportation projects to bring to the Policy Committee for final completion.
- Continued work on graphic layout work and text content for the 2040 MTP. Prepared draft document for review and comment. Draft was distributed to public, public libraries, consultation partners, and MPO Committee members.
- Prepared many power point presentations to effectively communicate MTP update data and efforts at the Technical and Policy Committee meetings and for the public meetings.
- Participated in two meetings with KYTC to develop/update the recommended KYTC's District 7 Transportation Plan for the upcoming Kentucky legislative session and prioritize Fayette and Jessamine County projects.
- Developed an online transportation plan update survey and summarized and presented the results to the Technical and Policy Committees.
- Met with and solicited input on transportation needs and issues from 25 key regional transportation stakeholders to inform and guide the MTP update (this is also covered under participation).
- Met specifically with Lextran Director and other key staff to discuss long range transit system needs for the MTP transit section development.
- Requested and received cost estimates from LFUCG, KYTC, and Lextran Engineers for all updated potential MTP projects for financial analysis.
- Requested and received revenue and expenditure data from KYTC and began and completed the financial forecast and analysis for the MTP.
- Completed the travel demand modeling analysis of MTP projects utilizing the newly updated and received travel demand model.
- Reviewed and incorporated project locations received from the Jessamine County Transportation Task Force into the MTP process.
- MPO staff presented the final draft document to the TTCC and the TPC.
- Closed the 30-day public review period and compiled all comments received for TPC review.
- The 2040 MTP was adopted by the TPC in April of FY-2014.
- Continued to work to finalize the 2040 MTP and address a series of comments and revisions received from the Federal Transit Administration (FTA).
- Met with the MPO Funding and Fiscal Balance Team in June to update all on-going project timelines, phases, and funding amounts.

Work Efforts for Element 2.2:

- Began weekly MTP update meetings and then increased the frequency and focus of MTP update meetings as FY-2014 went on to make significant progress on financial, transit, performance measures, and many other various elements of the MTP in order to meet the required deadlines for the MTP update.
- Continued to research and review past transportation plans, land use plans and other plans, information and sources for consideration in the development of the new draft MTP.
- Gathered data and conducted research to analyze and highlight past and existing national and local transportation trends.
- Public meetings were held in Fayette and Jessamine Counties.
- MPO Manager attended and served at all of the Citizens Advisory Committee (CAC) meetings held in Nicholasville and Richmond Kentucky to assist with the on-going I-75 Connector Preliminary Environmental and Feasibility Study.
- MPO staff held reasonableness, validity, quality control, and final draft check meetings before submitting official draft 2040 MTP.
- All comments received from stakeholder groups were reviewed and addressed.
- Met with LFUCG Engineers to discuss potential future Man o' War Boulevard improvements for potential MTP and federal grant funding.
- Continued to participate in and provide technical planning expertise into on-going transportation planning studies and projects for MTP implementation.
- Participated and provided technical expertise into various on-going LFUCG Long Range planning land use studies that will guide and inform the MTP development and implementation.
- Participated in LFUCG Council Member led and sponsored meetings concerning final design recommendations for the Woodland Avenue Triangle area and the Chevy Chase High St., Fontaine, Euclid Avenue areas. The effort is to facilitate and participate in on-going community efforts to develop, improve, and enhance these transportation junction and neighborhood areas.
- Participated and provided technical assistance into various important on-going planning studies, plan implementation, and projects that include those listed below:
 - UK master planning and implementation efforts (including Alumni Drive improvements)
 - I-75 / US-27 Connector Project & East Nicholasville Bypass Project
 - Newtown Pike Extension plans and Small Area Plans
 - The Jessamine County Transportation Task Force Committee initiatives
 - Fayette County Infill and Redevelopment plans and implementation
 - The Downtown Development Authority Downtown planning efforts
 - Community Wide Congestion Management Study implementation
 - Man o' War Boulevard Traffic/Congestion Management study and implementation
 - Regional Bicycle and Pedestrian Plan Implementation
 - US-27 Access Management Study
 - Downtown Revitalization and Traffic Movement Study (assisted in all elements of on-going study)
 - Transit Alternatives Analysis Study and beginning Comprehensive Operational Analysis
 - Versailles Multimodal Alternatives Evaluation
 - BCTC Transportation Improvement Project Plans

Element 2.2 Problems:

- ❖ No significant problems or delays in delivering the products of this UPWP element during FY-2014

2.3 AIR QUALITY PLANNING – FY-2014:

Element Purpose:

The purpose of this element is to complete planning work that will assist with improving and maintaining better air quality by complying with the Federal “Clean Air Act” requirements as they apply to mobile sources in the Lexington Area.

Products of Element 2.3:

- Completed all required air quality forecasting and prepared monthly summary of forecasting
- Utilized University of Louisville Model and received current and 2013 air monitor readings and developed comparison/accuracy report of forecasted to actual readings and other summary reports.
- Continued to monitor air quality issues and began to produce ozone and particulate matter forecasts.
- Posted all produced air quality forecasts to MPO website for public information.
- Continued to improve and update the air quality information on the MPO and LFUCG web sites.
- Summarized Congestion Mitigation and Air Quality (CMAQ) FY 2013 project applications received and prepared for prioritization by the MPO committees.
- Continued to work on the development of the new marketing campaign for the Mobility Office Air Quality improvement program.
- Provided VMT data to LFUCG to help develop a GHG inventory.
- Attended and participated in all Empower Lexington Steering Committee meetings and assisted in a presentation on current energy use and efforts to reduce pollution in Fayette County.
- Reiterated to Downtown Traffic Movement study group the importance of developing air quality emissions impact reports from the analysis to demonstrate the air quality implications of 1-way to 2-way conversion scenarios.
- Prepared a brief and concise air quality presentation for the TPC.

Work Efforts for Element 2.3:

- Participated in all statewide air quality conference calls.
- Prepared all materials and held two Air Quality Advisory Committee (or AQAC) coordination meetings.
- Requested and received the initial and all subsequent air quality monitor readings from the Kentucky Division for Air Quality (KYDAQ) to utilize in air quality monitoring and forecasting.
- Attended meeting and participated in discussion regarding upcoming LFUCG compressed natural gas facilities projects on 7/24.
- Staff completed coordination of the Congestion Mitigation and Air Quality (CMAQ) project applications received and submitted a prioritized list to KYTC.
- Staff assisted in follow-up coordination of the Congestion Mitigation and Air Quality (CMAQ) applications.
- Staff conducted an Empower Lexington Transportation Sub-team meeting and attended two Empower Lexington steering committee meetings.
- Worked to develop the new marketing campaign for the upcoming Mobility Office and Air Quality program.

Element 2.3 Problems:

- ❖ Requesting air quality monitor readings from the KYDAQ can take several months to quality assure. This can slow the air quality forecasting process significantly.

3.1 LAND USE/TRAFFIC IMPACT ANALYSIS - FY-2014:

Element Purpose:

The purpose of this element is to provide transportation planning guidance and expertise to the Comprehensive Land Use Planning process, proposed zone changes for new development, zoning ordinance text amendments, development plan review, and small area planning. This element will assist in the development of long and short term development plans and assess, identify, and hopefully lead to implementation of associated transportation needs. The MPO also provides community decision-making bodies and individuals with transportation impact information for private and public development proposals. This work effort results in better informed decisions to facilitate the safe and efficient movement of people and goods upon the existing and future transportation systems in both counties of the MPO area.

Products of Element 3.1:

- Development of required technical review memoranda and materials to determine validity and reasonableness of methodology, assumptions, and conclusions of traffic impact of land use development.
- Presentations of the review and analysis findings to appropriate groups (i.e. LFUCG Planning Commission, Council, BOA, etc.)
- Staff reviewed:
 - 26 zone changes
 - 39 zoning ordinance text amendments
 - 60 Board of Adjustment cases (includes below)
 - ❖ 18 BOA variance appeals
 - ❖ 22 BOA conditional use/variances
 - ❖ 7 administrative reviews
 - 4 general reviews of the BOA conditional use/variances
 - 2 administrative reviews
 - Participation in 14 zoning review meetings
 - 12 final subdivision recommendations
 - 8 Development Plans
 - Attended 10 zoning change hearings and made traffic impact study review presentations and answered questions of the LFUCG Planning Commission. Properties included: Fritz, Ball Homes, Old School House Lane, Shroyer, Summit, and others.
- Provided traffic counts and roadway functional classification information to 34 customers; the types of customers included: 24 citizens, 10 LFUCG staff
- Met several times with neighbors, churches, businesses, other LFUCG officials, and LFUCG Council Member Lawless to discuss Woodland Triangle problems and worked with Traffic Engineering, Police, and Parks to develop consensus and produce best design plans and improvements to solve problems.
- Met with same groups as above with the addition of KYTC District 7 officials regarding potential re-design of the Chevy Chase intersection (High St., Fontaine, Euclid, and Tates Creek).
- Attended a KYTC public meeting regarding the extension of Brannon Road to Tates Creek Road project.
- Attended a KYTC public meeting regarding improvement project for US-68 at KY-29 or the "Y" intersection.

Work Efforts for Element 3.1

- Monitored all Lexington-Fayette Urban County and the Jessamine County Joint Planning Commission activities and decisions to include Zoning, Subdivision Regulations, and related development manuals as necessary for the Planning Services Section's procedural and infrastructure improvement process. This group met once a month to discuss a proposed site plan's traffic, land-use, on-site/off-site issues, and related regulatory requirements.
- Monitored Urban County Zoning and Subdivision Regulations submitted as part of Planning Services Section continual and on-going improvement process. Staff meets once a month to discuss transportation, traffic, and land-use and on-site/off-site issues and requirements
- Specifically reviewed Jessamine County's newspapers and the cities of Nicholasville and Wilmore for proposed land use changes, legal ads, zoning proposals, annexations, etc. and monitored for all transportation and traffic related issues.
- Staff assisted and participated in all LFUCG Division of Planning, Long Range Planning and other section's Comprehensive Plan development, implementation, and Small Area Plan efforts.
- Met with land owners, developers, and consultants to discuss and coordinate conceptual plans for a modern apartment complex at Fourth Street and Newtown Pike.
- Met with various University of Kentucky officials to discuss and coordinate efforts regarding their Master Plan implementation. Discussions included the reconstruction of Commonwealth Stadium, Alumni Drive with two roundabouts, a new road to serve new development on the east side of campus, and the closure of a few other roads currently open on the UK campus.
- Met with LFUCG Planning Director and Planning Services Manager and Planners to discuss and develop an agreed upon process and protocol for handling development traffic impact studies as they are submitted.

Element 3.1 Problems:

- ❖ No significant problems or delays in delivery of the products or work efforts of this UPWP element during FY-2014. Zone change applications and their traffic impact studies have increased steadily along with the slow recovery of the economy.

3.2 MULTI MODAL / TRANS. ENHANCEMENT PLANNING - FY-2014:

Element Purpose:

he purpose of this planning element is to promote, enhance, and develop a multimodal, integrated, and balanced transportation system that provides alternatives and opportunities for mobility and quality of life enhancement. This is achieved by on-going planning work to develop a more "complete street", efficient and safe transportation system that serves non-motorized and motorized mobility at a high level of service. Another purpose of this element is to plan for an aesthetically pleasing, environmentally sound, and context sensitive transportation system. Finally, this element supports planning that develops safe and efficient movement of people and goods and their transfer from one mode to another within the overall transportation system.

Products of Element 3.2:

- Responded to numerous citizen and agency requests for information on various bike and pedestrian issues.
- Reviewed and produced comment for 100 new development plans for ADA, pedestrian and bicycle circulation in compliance with planning and zoning requirements and regulations.

- Reviewed all state and local resurfacing projects and developed dynamic list of opportunities to incorporate bicycle and pedestrian improvements.
- Began and continued work on development of bicycle way finding signage for the MPO area.
- Reviewed 10 year sanitary sewer improvement plan and developed dynamic list for opportunities to incorporate bicycle and pedestrian infrastructure into the plan where facilities overlap.
- Continued to participate in the work activities for Versailles Road Multimodal Enhancement and Design Alternatives Study – Produced comments on draft study; coordinated with KYTC District 7 to include improvements recommended by the study in the upcoming state resurfacing project on Versailles Rd; met with neighborhood and Council representatives regarding improvements.
- Continually updated GIS shape files with new bike and pedestrian facility improvements.
- Worked with Traffic Engineering, Engineering and UK to develop and implement bicycle improvements for current and upcoming FY-2014 and 2015 resurfacing projects (included: Red Mile Road and Cooper Drive).
- Coordinated with UK to implement Share Lane Markings on roadways in and around campus and bike lanes on Woodland Ave.
- Continued work with the Share the Road Campaign in partnership with UK, LFUCG Police, BPAC and County Attorney Office. This included production of billboards, bus ads, web materials, posters and press outreach.
- Published promotional materials for distribution with traffic citations for bicycle violations.
- Worked with fifth district Council Member and Traffic Engineering officials to develop a striping plan for a section of 3rd street.
- Reviewed 15 new development plans for ADA, pedestrian and bicycle circulation in compliance with planning and zoning requirements and regulations.
- Attended Technical, subdivision and zoning committees for review and comment of plans presented to various commissions for approval.
- Gained access to Cycle Tracks a smart phone application used to track bicycle ridership and basic user information for use in multi-modal transportation planning.
- Continued work for public launch of Cycle Tracks a smart phone application used to track bicycle ridership and basic user information for use in multi-modal transportation planning.
- Compiled the first month of user data from the Cycle Tracks smart phone application used to track bicycle ridership and basic user information for use in multi-modal transportation planning.
-
- Developed striping plans and obtained quotes for 7 miles of buffered bike lanes.
- Made presentation to the Kentucky Obesity Action Team Sub Committee on the effects of biking and walking on public health.
- Applied for 4 Transportation Alternatives Program grants to fund bicycle and pedestrian infrastructure projects totaling 4.7 million dollars.
- Made presentation and answered LFUCG Planning Commission questions regarding bicycling safety at the request of the Planning Commission.
- Worked with city of Nicholasville and Jessamine County to get their bike and pedestrian feasibility study under way and solicit sources for local match commitment.
- Made presentation to the Nicholasville City Commission and the Jessamine County Fiscal Court on the Bike and Pedestrian School connector study and to finalize source of required match.
- Worked with city of Nicholasville to develop and finalize the contract with the KYTC for funding the bike and pedestrian feasibility.
- Hosted, organized and carried out a Bicycle Friendly Community visit (that included a bike field trip) from the League of American Bicyclist to assess our current system and establish specific goals to achieve Silver status.
- Worked with At-Large Council Member Steve Kay for GTV3 interview on bike safety and infrastructure in Lexington Area.

- Worked with the state office of local programs to complete a share the road grant for the installation of 49 signs in Fayette County.
- Began project management for design and development of a bike lane signage and striping project of 9 new miles of bike lanes.
- Continued development of striping plans for review, approval and construction of on road bicycle facilities that will total 26 miles over the next 2 years.
- Made presentation to the Urban County Council a list of unfunded bicycle facilities and intersection safety improvement projects for potential FY-2015 funding.
- Responded to Mayors request for information on Bike Safety and Infrastructure in response to recent incidents involving bike and pedestrian collisions
- Gave a presentation on Bike and Pedestrian Planning and the effects on public health to the Kentucky Obesity Action Team sub committee to CHIP.
- Continued work on Short term Bike and Pedestrian plan to make completed network of bike lanes and sidewalks. Staff and MPO Manager met twice with the Public Works Commissioner to discuss Bike Plan update development future directions.
- Met with FHWA Kentucky Representative and completed a required Freight Planning Assessment Audit.
- Other on-going products in this element include:
 - ❖ Monthly committee agendas and minutes
 - ❖ Project update reports
 - ❖ Website development and improvements
 - ❖ Brochures and ads produced
 - ❖ Press conferences and interviews held/given:

Work Efforts for Element 3.1:

- Participated in a bike safety panel discussion as a panel member hosted by UK and news anchor from WKYT to address ways to improve bicycling safety.
- Attended a meeting with design engineers to discuss bicycle/pedestrian needs/issues for the UK Arboretum Trail Design project.
- Attended UK Facility and Education Bicycle Advisory Committee meetings.
- Appeared in WLEX and WKYT interviews promoting the Share the Road Campaign and the move it people web site.
- Attended BPAC focus group meeting for the multi-modal study to address concerns for bicycle and pedestrian LOS because of a two-way conversion.
- Participated in health and wellness fair to promote the health benefits of active transportation modes.
- Media event appearance on LEX18 noon news broadcast to promote Bike and Pedestrian safety.
- Met with the North Limestone Central Development District to discuss possible opportunities to improve bicycle and pedestrian safety in the district.
- Interviewed with the Lexington Herald Leader to Promote Cycle Tracks Smart Phone Application Launch in May.
- Bike Pedestrian Planner Served on a selection committee for the “Versailles Road Corridor Improvements Alternative Analysis Study.” Will continue to work as an advisor to the consultant as the study develops.
- Worked with the Downtown Lexington Corporation to promote attendance for “Bike Lexington” annual bike ride promotional event.
- Attended meeting to discuss alignments, design and public outreach for the Legacy Trail phase 3 projects.

- Bike Pedestrian Planner worked with KYTC and local government to develop bike and pedestrian improvements for High Street, Euclid Ave, Fontaine intersection improvement project.
-

Element 3.2 Problems:

- ❖ An existing MPO Planner transferred to another area and a new Planner was hired to carry out the responsibilities of this element, therefore there has been a learning curve effort. However, this fact did not significantly affect productivity due to the skills and ability of the two Planners to keep the process moving and even make significant progress in this element. This outcome was assisted by the help of other MPO staff providing guidance and orientation.

3.3 TRANSIT IMPACT ANALYSIS - FY-2014:

Element Purpose:

The purpose of this planning element is to provide technical planning support and guidance to the Lexington Transit Authority (Lextran) and paratransit agencies including WHEELS, FTSB, BGCA and other transit service providers and decision makers to encourage and support the use and efficiency of public transit within the MPO area. The MPO will assist in the development and implementation of public transportation planning and plans; application for and acquisition of various funding for public transportation/transit projects and studies; and assist with the implementation of transit plans, programs and projects. This work will help achieve many of the key goals and objective of the MPO such as better air quality, congestion mitigation, and more a better mobility choices to those with disabilities, lower incomes, the elderly and all people in our area.

Products of Element 3.3:

- Coordinated with KYTC and KYTC District 7 office, CDP Engineering Firm, Arts in Motion, and landowners to build CMAQ funded bus shelters on Southland Drive and Leestown Road.
- Attended and assisted with pre-bidding meetings to produce addendums to the bidding documents and coordinated bidding and then re-bidding processes. Bidding started in February 2014 putting shelters on track to be built in the late 2014.
- Worked with KYTC and District 7 officials to obtain encroachment permit for a new bus shelter site on Leestown Road at Town Center Dr. to be funded with awarded CMAQ funding.
- Assisted LFUCG Council Member Akers in finding suitable site for bus shelter on Georgetown Road and coordinated with KYTC District 7 office for adjacent pedestrian and transit function intersection improvements.
- Facilitated meeting with Parson's Brinkerhoff and Long Range Planning concerning High Priority Transit Overlay for Nicholasville Road corridor to be contained in LFUCG Comprehensive Plan.
- Met with Lextran to assist with the upcoming New Freedom transit projects grant cycle.
- Developed Title VI GIS mapping for the MPO and Lextran's joint Title VI Documentation requirements.
- Assisted LFUCG Corridors Commission with project to define corridors – completed and made presentation and map to the committee.

- Participated in initial and follow up discussions with various stakeholders after attending a presentation given by UK Landscape Architecture group of new ideas for the Lextran Trolley system.
- Developed RFP and participated in Lextran Comprehensive Operational Analysis (COA) consultant interview process to select consultant for Lextran Comprehensive Operational Analysis to be done in 2014.
- Developed list of key COA stakeholders to interview to inform COA study development.
- Completed an FTA FY-2014 Section 5303 Funding Transit Planning Assistance Checklist required by the KYTC Office of Transportation Delivery.
- Began review of “New Freedom and Job Access Reverse Commute (or JARC)” federal grant applications for possible selections.

Work Efforts of Element 3.3:

- Attended all Lextran Title VI public meetings.
- Attended all Federated Transit Services of the Bluegrass (FTSB) Board meetings. Senior Transit Planner continued to serve as the Board Chairman for FTSB paratransit agency.
- Staff had continuous email and phone communications/coordination with Lextran and Consultants concerning ongoing Mass Transit Alternative Analysis study (Nicholasville Rd. corridor). Staff attended all technical meetings conducted by consultants concerning findings, preliminary proposals, and discussions of alternatives for the final study document.
- Staff assessing Community Analyst software for GIS as a possibility for enhancing future Planning Division capabilities.
- Met with KYTC officials concerning status of LPA projects ongoing.
- Attended Model Users Group meeting at KYTC.
- Staff met with HDR consultants at Lextran to discuss Fritz property in relation to transit service.
- Attended all Art in Motion board meetings and one meet and greet event to establish a Citizens Advisory Committee for the organization’s structure.
- Attended the “Piggy Bank” bus shelter opening ceremony on Euclid Ave.
- Communicated Lextran’s desired specifications to Developers for two shelters that will serve the proposed new and better sheltered bus stop area of the redevelopment area of Fayette Mall. Added the note describing this on Development Plan 2013-73.
- Coordinated funding efforts, MOAs (memorandum of agreements) and contracts for the Gardenside bus shelter restoration project. Also attended a coordination meeting with key project stakeholders.
- Served as part of a jury to select new art to be placed in bus shelters at the Newtown Pike and Elm Tree Lane locations.
- Met with North Limestone Community Development Corporation representatives to discuss “Luigart Makers Spaces.”

Element 3.3 Problems:

- ❖ Several bus shelter implementation issues created delay that had to be overcome. For example, in addition to various utility issues, the initial bid process did not attract any bidders; therefore, the whole project incentive package had to be re-worked to attract prospective bidders. This was done successfully.

3.4 MOBILITY COORDINATION - FY-2014:

Element Purpose:

The purpose of this planning element is to serve as a central contact for all inquiries concerning transportation service providers in the MPO area. The Mobility office coordinates with and provides information, education, outreach, promotion and marketing regarding all modes of transportation and transportation services within the MPO area, including transit, paratransit, ride-matching, vanpooling, biking, and pedestrian. Main goals of the Mobility Office are to reduce single occupancy vehicle usage, promote alternative modes of transportation, and provide better mobility to the community. This work helps to reduce traffic congestion, reduce parking demand, improve air quality, conserve energy, protect the environment, improve community health, and improve the quality of life through enhanced mobility.

Products of Element 3.4:

- Received and responded to numerous phone calls concerning vanpools, carpools, Lextran transit services, Greyhound bus services, park & ride facilities, and many other various mobility areas.
- Compiled and checked MPO vanpool waiting list and sent to LexTran and Enterprise for their use to expand the vanpool service.
- Processed a new agreement with Group CJ for mobility office outreach campaign for FY 2013-14.
- Continued outreach, promotion, and website development for the Move It People campaign at www.moveitpeople.com.
- Processed all "Move it People" promotional marketing campaign invoices.
- Added new Rideshare program information to the MPO and LFUCG websites.
- Created a "Move It People" Facebook page
- Processed in-kind match documentation for FY 2013-2014 mobility office funding contract.
- Launched Share the Road People billboard ads in association with the Move It People Campaign.

Work Efforts of Element 3.4:

- Appeared on LEX-18 noon show promoting "Share the Road" in conjunction with the "Move It People" campaign.
- Met with LexTran and LexPark to discuss future marketing partnerships and initiatives.
- Attended two Lexington Livability Summits hosted by LFUCG Aging Services and AARP.
- Continued to coordinate the update or other strategy for the existing Mobility Office/Pool signs that are currently on the road system.
- Re-evaluated the focus of Mobility Office activities given transfer of LexVan program and change in staffing.

Element 3.4 Problems:

- ❖ There were no significant problems to mention in this element.

3.5 PROJECT FORECASTING - FY-2014:

Element Purpose:

The purpose of this planning element is to provide the KYTC, LFUCG, FHWA, FTA and other key stakeholders and their professional project consultants with base year and future year traffic forecast information. This information comes from the MPO's Travel Demand Model and is essential for planning studies; transportation improvement project alternatives project design, project prioritization and long range planning and investment decisions within the MPO area. The MPO works with KYTC and FHWA partners to acquire resources to maintain update and enhance the MPO's travel demand modeling capability.

Products of Element 3.5:

- Worked closely with Parsons Brinkerhoff Consultants providing land use data and validation to develop and complete future land use and socioeconomic data by traffic analysis zone for the travel demand model update.
- Worked with consultants to provide model files to develop forecasts for the I-75 Connector feasibility study. This included attending and participating in several technical team meetings to develop and evaluate traffic forecasting methodology and results for the I-75 Connector project.
- Provided regular future year link assignments and other TDM output to various customers throughout FY-2014.
- Provided various TDM maps, forecasted volumes, other TDM output, and other thematic transportation information to and at the request of several government agencies for various locations in the MPO area.
- MPO Manager participated in several meetings with the Developer, the LFUCG Planning Director, and other Planning Section Managers to develop traffic forecasts to determine traffic impacts of a new High School off of US-60 Winchester Road. Road alignment, access and connectivity were major issues and the MPO contracted with a professional consultant to develop travel demand modeling scenarios and results.
- Finalized scope of consulting services and worked with consultants to produce travel demand forecasting analysis for a new High School site along US-60 Winchester Rd.
- Began to use the new travel demand model to look at potential impacts of the Brannon Road Extension project.
- Began to develop a 10-year forecast for US-27 from Reynolds Rd. to Man o' War Blvd. for the KYTC District 7 file concerning the access permit process of the Summit Development on the NW corner of US-27 and Man o' War Blvd.

Work Efforts of Element 3.5:

- Attended all Travel Time Data meetings in Frankfort.
- Worked regularly with consulting team and KYTC officials to coordinate and assist with the various elements of the model update and development - notably concerning future year socioeconomic data development. MPO staff was able to engage and receive valuable input from LFUCG Long Range Planning in this effort.
- Continued regular maintenance and improvement of the current travel demand model.
- The MPO took ownership and began working with the preliminary new base year travel demand model to become familiar with it and to make suggestions for further improvements and MPO

- Reviewed and ran several iterations of the TDM model working closely with the KYTC and consultants to resolve problems and issues. This involved numerous phone calls, emails, and meetings.

Element 3.5 Problems:

- ❖ No significant problems or delays in delivering the products of this UPWP element

4.1 PROGRAM ADMINISTRATION - FY-2014:

Element Purpose:

The purpose of this planning element is to provide management, coordination, resources, and guidance for transportation planning personnel and activities to meet the needs, demands, goals, objectives, and requirements to achieve an effective MPO transportation planning process.

In addition to the many items listed in the other elements that contain intrinsic program administration work, the following specific administration work items were completed in FY-2014. This element will naturally have some overlap with other elements with the involvement of management and administrative staff to administer the on-going MPO process.

Products of Element 4.1 :

- Monthly committee meeting packets, agendas, minutes, and other necessary materials were prepared and distributed for the following Transportation Planning/MPO meetings held during FY-2014:
 - Transportation Technical Coordinating Committee (TTCC) – met in July, October, December, January
 - Bicycle and Pedestrian Advisory Committee (BPAC) – met each month.
 - Congestion Management Committee (CMC) – met bimonthly in August, February
 - Transportation Policy Committee (TPC) – met in August, October, January, March, April
 - MPO/KYTC Transportation Project Coordination Team Meetings – met July, September, December, February
 - Air Quality Advisory Committee (AQAC) – met in July, October, April
- Completed all locally required monthly reports for the LFUCG Planning Commission
- Completed all locally required monthly “LFUCG Transportation Planning Section Performance Reports.
- Completed and submitted all required quarterly reports to the KYTC for FY-2014.
- Completed required FY-2014 Performance and Expenditure Report and submitted to KYTC.
- Developed and processed all necessary PeopleSoft system requisitions for needed supplies and equipment for on-going MPO/Transportation Planning work.
- Administrative staff reviewed, corrected as necessary, approved, and submitted all weekly employee timesheets submitted by MPO staff for payroll compensation using the LFUCG PeopleSoft accounting/managing software system.
- Reviewed, corrected, and submitted for processing and distribution, all mileage reimbursement forms for staff travel this quarter.
- Acting in the capacity of Kentucky MPO Council Chairman, the MPO Manager led and facilitated email and phone discussions about numerous and varied MPO issues and concerns with the other Kentucky MPOs.

- MPO Manager completed the update all MPO employees' performance development forms and conducted performance evaluation sessions with all staff for FY-2014 period.
- MPO Staff and MPO Manager completed a mandatory and extensive job analysis questionnaire (JAQ) and survey concerning duties, responsibilities, levels of difficulty, etc. for each of their jobs for a LFUCG compensation study. The MPO Manager reviewed and commented on each before submitting to LFUCG HR.
- MPO Manager completed probationary evaluation that recommended permanent hire status for the probationary status Bike and Pedestrian Senior Planner and submitted to LFUCG HR.
- MPO Manager completed and submitted training and travel request for approval to attend the Annual Kentuckians for Better Transportation (KBT) Conference to be held in January 2014.
- MPO Manager met with LFUCG Grants Division Officials to do a mid fiscal year check of budget charging, accounting, etc.
- Worked on U.S. Census Urbanized Areas Boundaries review and revision for the U.S. Census Bureau. Attended Webinar and worked with files (according to Census criteria and rules) to complete a final ARC GIS shape file of our recommended Census Urbanized Areas to submit to the KYTC for final FHWA submittal.
- MPO Manager assisted with preparations and presented one MPO/LFUCG staff member with a 10 year service award and recognition.

Work Efforts of Element 4.1:

- MPO Manager attended required weekly Planning Division Director meetings for on-going direction and coordination between the LFUCG Division of Planning Sections.
- All MPO staff attended all other required monthly LFUCG Division of Planning coordination/informational and required safety meetings throughout FY-2014.
- The MPO held weekly individual and group staff meetings to keep all MPO team members and work efforts informed, coordinated and up-to-date.
- Attended several Planning Division staffing strategy meetings to assist and facilitate the filling of multiple vacant positions.
- MPO Manager held and attended several individual personnel issue meetings with MPO staff and the Division of Planning Management Team.
- MPO Manager met with LFUCG Planning Director and several LFUCG Council Members to discuss the MPO process, funding sources, and various other transportation issues of concern within their respective council districts.
- MPO Manager met in February with newest appointed Policy Committee member, Shevawn Akers, to orient her and answer questions about the MPO process.
- MPO staff and KYTC Liaison met with Scott County Planning Officials to discuss the MPO process and assess their county/city desired level of initial participation in the MPO process.
- All the Division of Planning Managers observed Administrative Professionals day by taking them to lunch in April
- Met with LFUCG GIS Official to consult with about our GIS applications and needs in order to plan for building capacity and planning for future GIS investments.
- Met with LFUCG Information Technology and Planning Director to discuss a potential joint acquisition of "Community Analyst" software for better capability to evaluate socio-economic and other conditions in the community and region.
- MPO Manager met with Nicholasville Mayor and TPC Chairman to discuss location of August TPC meeting.
- MPO Manager held staff brainstorming meeting to discuss ideas, thoughts, and strategies for the upcoming FY2016

Element 4.1 Problems:

- ❖ There were no significant problems associated with this element

4.2 TRANSPORTATION IMPROVEMENT PROGRAM - FY-2014:
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Element Purpose:

The purpose of this transportation planning element is to develop and maintain the regional, financially balanced, Transportation Improvement Program (TIP). This implementation document is a listing of investments that are consistent with adopted plans, goals, objectives, priorities, and the Metropolitan Transportation Plan. All federally funded projects are required to be listed within the TIP. The TIP is modified or amended as necessary (by the Transportation Policy Committee) and is completely updated every 4 years.

Products of Element 4.2:

- Drafted, reviewed/edited, and processed TIP Administrative Modifications #1, #2, #3, #4, and #5.
- Coordinated with the KYTC Division of Planning to review and develop/update the Unscheduled Needs List (UNL) and keep all Project Information Forms up-to-date and reconciled with the most current adopted plans.
- Supplied KYTC TIP updates for input into the State Highway Plan
- Reviewed the KYTC Recommended Highway Plan and compiled list of changes from the existing TIP for TIP amendment purposes.
- The MPO Manager wrote and sent letter to KYTC Secretary Hancock requesting "Toll Credit" matching funds for the remaining two sections of the Clays Mill Road improvement project.
- Solicited, received and compiled results of TIP public/stakeholder participation/involvement.

Work Efforts of Element 4.2:

- Compiled and filed copies of all KYTC STIP actions, state and federal program management authorization forms.
- Monitored status of all SLX projects and funding continually.
- Met with KYTC and LFUCG Engineering to discuss Alumni Drive improvement project as it related to future TIP/SLX programming and fiscal balance.
- Coordinated continually on TIP projects by meeting regularly with Project Coordination Team.
- Met with stakeholders to discuss the use of SLX funding for design work of an Access Management project on US 27 (Nicholasville Rd). The decision was made to seek TPC approval to utilize SLX funds to move this priority project forward.
- Participated in a meeting to discuss the use of local funds to make improvements to Man O' War Boulevard.

Element 4.2 Problems:

- ❖ No significant problems or delays in delivering the products of this element during FY-2014

4.3 FY- 2014 UNIFIED PLANNING WORK PROGRAM (UPWP):

Element Purpose:

The purpose of this planning element is to provide a guiding document that outlines staffing, responsibilities, timelines, costs, funding sources, methodology, and all other aspects of the work to be completed during the coming fiscal year. Detailed explanation of the purposes, goals, objectives and the action steps to achieve these are documented in this “work program” to meet all transportation planning process requirements.

Products of Element 4.3:

- Completed the Annual “Performance and Expenditure Report” and submitted before deadline of 9/30 this quarter.
- Revised and updated narrative of all elements of the previous UPWP to produce the new FY-2015 UPWP.
- Worked with LFUCG Grants officials to develop the draft FY-2015 UPWP elements and proposals and submitted final draft to routing list of partners for review and comment.
- All MPO contracts were develop and modified and submitted to the KYTC Liaison for final authorization.
- Addressed draft UPWP comments from reviews and finalized FY-2015
- All programming documents were executed and a notice to proceed was received to start the new UPWP cycle.

Work Efforts of Element 4.3:

- Monitored UPWP activities and expenditures throughout the fiscal year.
- Held several discussions with each other and met with the Division of Grants to discuss UPWP revisions that will be more efficient and appropriate.
- Presented the FY-2015 UPWP to the TPC and it was approved at the May meeting. After addressing all comments received by reviewers, the final approved document was sent to all partners as prescribed by the latest routing list.

Element 4.3 Problems:

- ❖ No significant problems or delays in delivering the products of this element.

FY-2014 EXPENDITURE & PERFORMANCE REPORT BY UPWP ELEMENT:

See financial report below

***Note:**

Fiscal year 2014 was another exercise in transition and adaptability with new federal legislation (MAP-21), personnel responsibility changes and staff turnover within the LFUCG and at the state and federal levels.

The MPO relies upon the LFUCG Division of Community Development (CD) for all financial/accounting, grants management services. CD continued to maintain the previous manual accounting system as backup while implementing the PeopleSoft system during FY-2014. Budgets by element are estimated by the MPO within the UPWP based upon perceived upcoming needs, past trends, current legislation emphasis areas, and other factors. MPO staff charges their weekly work hours to the perceived most appropriate UPWP Element. By nature, UPWP elements are very interrelated; therefore, any given work time could be charged legitimately to two or more UPWP elements in many cases. Staff continues regular meetings to discuss the most appropriate charging of time for various planning tasks to specific UPWP elements to avoid redundancy and for better consistency, accounting and reporting accuracy. Staff also assigns a PeopleSoft "combination code" associated with the selected UPWP Element they charge to that draws from the proper PeopleSoft account for the FHWA, FTA, or SLX/STP (or Mobility, Air Quality, Congestion Management, and Bike/Pedestrian) programs.

For the first time ever, started in FY-2015, the LFUCG Division of Community Development (CD) is giving the MPO staff monthly accounting balance reports to help staff monitor and administer the MPO process. CD makes budget amendment decisions when necessary and according to their current policies and to account for differences between budget and expenditures. The MPO, CD, and other LFUCG agencies associated with PeopleSoft implementation will continue to work toward a full deployment of the PeopleSoft Grants Module capable of up-to-date UPWP monitoring, accounting, and reporting. In FY-2014, the MPO utilized a total of approximately 94% of the total budgeted amounts (see tables below)



LEXINGTON METROPOLITAN PLANNING ORGANIZATION(MPO)
ANNUAL PERFORMANCE AND EXPENDITURE REPORT

for FY 2014

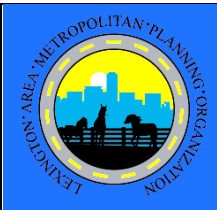
(July 1st, 2013 through June 30th, 2014)

FY 2014 UNIFIED PLANNING WORK PROGRAM -

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT: SLX FUNDS



UPWP Element #	UPWP 2014 – AIR_QUAL_2014				UPWP 2014 – MOBILITY_2014				UPWP 2014 – BIKE_PED_2014				UPWP 2014 – CON_MGMT_2014				SLX FUNDS
	Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Yearly Total
1.1																	
1.2																	
2.1													\$3,138.80	\$3,441.12	\$25,578.91	\$30,056.23	\$62,215.06
2.2																	
2.3	\$3,569.40	\$11,461.61	\$16,173.04	\$22,848.79													\$54,052.84
3.1																	
3.2									\$3,897.98	\$5,450.33	\$16,862.79	\$20,702.52					\$46,913.62
3.3																	
3.4					\$6,196.46	\$33,685.62	\$22,029.30	\$39,805.11									\$101,716.49
3.5																	
4.1					\$1,549.12	\$8,421.41	\$5,507.33	\$9,951.26									\$25,429.12
4.2																	
4.3																	
Totals	\$3,569.40	\$11,461.61	\$16,173.04	\$22,848.79	\$7,745.58	\$42,107.03	\$27,536.63	\$49,756.37	\$3,897.98	\$5,450.33	\$16,862.79	\$20,702.52	\$3,138.80	\$3,441.12	\$25,578.91	\$30,056.23	\$290,327.13
Federal	\$2,855.52	\$9,169.29	\$12,938.43	\$18,279.03	\$6,196.46	\$33,685.61	\$22,029.30	\$39,805.12	\$3,118.38	\$4,360.26	\$13,490.23	\$16,562.02	\$2,511.04	\$2,752.90	\$20,463.13	\$24,044.98	\$232,261.70
State	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Billed	\$2,855.52	\$9,169.29	\$12,938.43	\$18,279.03	\$6,196.46	\$33,685.61	\$22,029.30	\$39,805.12	\$3,118.38	\$4,360.26	\$13,490.23	\$16,562.02	\$2,511.04	\$2,752.90	\$20,463.13	\$24,044.98	\$232,261.70
Local	\$713.88	\$2,292.32	\$3,234.61	\$4,569.76	\$1,549.12	\$8,421.41	\$5,507.33	\$9,951.26	\$779.60	\$1,090.07	\$3,372.56	\$4,140.50	\$627.76	\$688.22	\$5,115.78	\$6,011.25	\$58,065.43
Totals	\$3,569.40	\$11,461.61	\$16,173.04	\$22,848.79	\$7,745.58	\$42,107.03	\$27,536.63	\$49,756.37	\$3,897.98	\$5,450.33	\$16,862.79	\$20,702.52	\$3,138.80	\$3,441.12	\$25,578.91	\$30,056.23	\$290,327.13



LEXINGTON METROPOLITAN PLANNING ORGANIZATION
ANNUAL PERFORMANCE AND EXPENDITURE REPORT
for FY 2013



(July 1st, 2013 through June 30th, 2014)

FY 2014 UNIFIED PLANNING WORK PROGRAM

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

	PL FUNDS				SECTION 5303 FUNDS				SLX FUNDS Summation							
	UPWP 2013 - FED_HWY_2013				UPWP 2013 - FTA_SECT_2013				UPWP 2013 - SLX				GRANTS	Expended	Grants	COMMENTS:*
Element	Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Budgeted	Yearly Total	Percentage	
1.1	\$ 15,594.17	\$ 16,262.78	\$ 9,264.96	\$ 9,085.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,490.00	\$ 50,207.78	62.38%	
1.2	\$ 5,417.89	\$ 3,117.67	\$ 411.58	\$ 601.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,823.00	\$ 9,548.63	28.23%	*see comment #1
2.1	\$ 6,633.55	\$ 6,395.71	\$ -	\$ 614.02	\$ -	\$ -	\$ -	\$ -	\$ 3,138.80	\$ 3,441.12	\$ 25,578.91	\$ 30,056.23	\$ 54,560.00	\$ 75,858.34	139.04%	*see comment #2
2.2	\$ 41,392.72	\$ 43,389.11	\$ 31,911.58	\$ 26,394.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,781.00	\$ 143,087.58	74.61%	
2.3	\$ 8,357.26	\$ 171.45	\$ -	\$ 22.14	\$ -	\$ -	\$ -	\$ -	\$ 3,569.40	\$ 11,461.61	\$ 16,173.04	\$ 22,848.79	\$ 24,568.00	\$ 62,603.69	254.82%	*see comment #2
3.1	\$ 7,642.93	\$ 6,650.16	\$ 8,713.42	\$ 8,841.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,809.00	\$ 31,848.48	62.68%	
3.2	\$ 12,477.03	\$ 12,381.87	\$ 4,584.18	\$ 4,566.66	\$ -	\$ -	\$ -	\$ -	\$ 3,897.98	\$ 5,450.33	\$ 16,862.79	\$ 20,702.52	\$ 62,477.00	\$ 80,923.36	129.53%	*see comment #2
3.3	\$ 12,625.81	\$ -	\$ 288.65	\$ 58.19	\$ -	\$ 17,934.36	\$ 18,717.83	\$ 19,931.28	\$ -	\$ -	\$ -	\$ -	\$ 31,125.00	\$ 69,556.12	223.47%	*see comment #2
3.4	\$ 1,914.20	\$ 2,018.26	\$ -	\$ 979.34	\$ -	\$ -	\$ -	\$ -	\$ 6,196.46	\$ 33,685.62	\$ 22,029.30	\$ 39,805.11	\$ 103,776.00	\$ 106,628.29	102.75%	
3.5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,318.00	\$ -	0.00%	*see comment #3
4.1	\$ 29,386.38	\$ 28,658.31	\$ 30,823.31	\$ 38,219.86	\$ -	\$ -	\$ -	\$ -	\$ 1,549.12	\$ 8,421.41	\$ 5,507.33	\$ 9,951.26	\$ 184,247.00	\$ 152,516.98	82.78%	
4.2	\$ 1,790.69	\$ 86.29	\$ 1,442.96	\$ 107.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,614.00	\$ 3,427.05	23.45%	*see comment #4
4.3	\$ -	\$ 454.00	\$ 4,217.16	\$ 1,798.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,912.00	\$ 6,469.74	131.71%	*see comment #4
Totals	\$ 143,232.63	\$ 119,585.61	\$ 91,657.80	\$ 91,289.40	\$ -	\$ 17,934.36	\$ 18,717.83	\$ 19,931.28	\$ 18,351.76	\$ 62,460.09	\$ 86,151.37	\$ 123,363.91	\$ 843,500.00	\$ 792,676.04	93.97%	
FED	\$ 114,586.11	\$ 95,668.49	\$ 73,326.24	\$ 66,430.89		\$ 14,347.49	\$ 14,974.26	\$ 15,945.02	\$ 14,681.41	\$ 49,968.07	\$ 68,921.10	\$ 98,691.13	\$ 674,800.00	\$ 627,540.21	93.00%	
STATE	\$7,161.63	\$5,979.28	\$4,582.89	\$4,564.47									\$ 21,900.00	\$22,288.27	101.77%	
Billed	\$ 121,747.74	\$ 101,647.77	\$ 77,909.13	\$ 70,995.36		\$ 14,347.49	\$ 14,974.26	\$ 15,945.02	\$ 14,681.41	\$ 49,968.07	\$ 68,921.10	\$ 98,691.13		\$ 649,828.48		
LOCAL	\$ 21,484.89	\$ 17,937.84	\$ 13,748.67	\$ 20,294.04		\$ 3,586.87	\$ 3,743.57	\$ 3,986.26	\$ 3,670.35	\$ 12,492.02	\$ 17,230.27	\$ 24,672.78	\$ 146,800.00	\$ 142,847.56	97.31%	
Totals	\$ 143,232.63	\$ 119,585.61	\$ 91,657.80	\$ 91,289.40		\$ 17,934.36	\$ 18,717.83	\$ 19,931.28	\$ 18,351.76	\$ 62,460.09	\$ 86,151.37	\$ 123,363.91	\$ 843,500.00	\$ 792,676.04	93.97%	

Comment #1 – Due to MTP update, time constraints and multiple approval procedures staff development was underutilized. Will adjust budget accordingly next fiscal year.

Comment #2 – The accounts of Elements 2.1, 2.3, 3.2, and 3.3 were all overcharged by staff on the FHWA PL funds budget in an attempt to utilize all of these funds for the first time in MPO history. There are now procedures in place that will enable staff to know when budgets have been exceeded.

Comment #3 – Element 3.5 was not charged to at all due to a mistake in not creating a combination code in the PeopleSoft accounting program to charge to.

Comment #4 – Both 4.2 TIP and 4.3 UPWP budgets will be adjust next fiscal year to more accurately reflect the time currently required to complete the responsibilities of these elements.

